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Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

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Date: _____ By: _____

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MEMORANDUM FOR: Acting Deputy Director (Administration)

THRU: Chief of Administration, DL/P

SUBJECT: Survey Report of the Personnel Activities in the Senior Staffs

1. PROBLEM. To re-evaluate Personnel type T/O positions within Senior Staffs of the Clandestine Services with a view toward determining:

- a. The appropriate location, organizationally, for the most economic and efficient performance of essential Personnel and Career Service functions, and
- b. The minimum number of personnel estimated to be required for the performance of such functions.

2. FACTS BEARING ON THE PROBLEM.

- a. In addition to usual personnel administration functions involving the immediate Staff, the Senior Staffs are responsible for:
 - (1) Career planning for their respective specialized corps of officers
 - (2) Establishing standards for the recruitment, training and professional performances for their respective services.

Current implementation of the Career Service Program places an impact not readily measurable on Senior Staff personnel performing the function.

- b. The following is a recapitulation of positions of individuals presently engaged in Personnel and Career Management activities in the Senior Staffs, DL/P:

GS - Grade	15	14	13	12	11	9	7	5	4	Total
FI										
FP										
FM										
TSE										
ADMIN										
TOTAL										

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3. CONCLUSIONS.

- a. Details of staffing, major functions and records maintained are annexed as follows:
 - (1) Tab A - Foreign Intelligence Staff
 - (2) Tab B - Political & Psychological Warfare Staff
 - (3) Tab C - Paramilitary Operations Staff
 - (4) Tab D - Technical Services Staff
 - (5) Tab E - Administration Staff
- b. The organisational location of the Career Management and personnel administration functions are believed appropriately placed in the Senior Staffs responsible for the Career planning for their respective corps of officers.
- c. The DD/P Admin Staff is, appropriately, developing policies, procedures, forms and other related implementation for Career Management and personnel administration in the Clandestine Services.

4. RECOMMENDATIONS.

The following recommendations are appropriately directed to the Chief of Administration, DD/P for consideration by the Assistant Chief of Administration (Personnel and Career Management) inasmuch as they will require implementation by Admin Staff:

- a. That standards be developed with regard to the contents of Individual File Folders maintained by Career Service Board Secretariats.

b.



- c. That a standard Training Record Card be prescribed or that instructions be prescribed for achieving consistency in recording such data on existing forms.
- d. That all Senior Staff Career Service Boards be encouraged to meet on the same dates in order to facilitate Area Division personnel processing procedures.
- e. That the OF-4b, or some other standardized position inventory record, be prescribed and required to be maintained in a consistent manner in Area Divisions and Senior Staffs (a detailed proposal and recommendation in this regard is being prepared and will be submitted at a later date).

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- f. That T/O slots occupied by personnel performing Personnel and Career Management functions be designated as PE, A or PS slots (See PP Staff Tab B).
- g. That Senior Staff records and files [redacted] involving contract personnel be standardized to the extent practicable.

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5. GENERAL.

- a. While no specific conclusion was arrived at by this study, it is believed that the justification for six positions on the PP Staff should be closely scrutinized with a view toward possible reduction. That such a reduction is possible is indicated by the fact that FI administers a career program for approximately [redacted] with a staff of six while PP Staff administers a program of only [redacted] yet proposes a T/O of 6.
- b. Other recommendations involving the consolidated findings of the total DD/P survey with regard to Personnel and Career Management will be included in a separate report.

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[redacted]

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Assistant Management Officer, DD/A
(For the Clandestine Services)

Attachments
Tabs A thru E

TECHNICAL ADVISOR

[redacted]
Plans Research and Development Staff
Personnel Office, DD/A

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APPROVED

[redacted]
Management Officer, DD/A

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